

DOCPER CONTRACTOR ONLINE PROCESSING SYSTEM



<http://www.per.hqusareur.army.mil/cpd/docper/GermanyDefault.aspx>

DCOPS



DoD Contractor Personnel Office

DOCPER Contractor Online Processing System

COR Training Presentation for DCOPS

~~Online TESA/ASSA Processing~~



DOCPER

DoD Contractor Personnel Office

DOCPER Mission

The DoD Contractor Personnel Office (DOCPER) implements the Agreements of 27 March 1998, and the Agreements of 29 June 2001, signed by the U.S. Embassy and German Foreign Ministry, establishing bilateral implementation of Articles 72 and 73 of the Supplementary Agreement (SA) to the NATO Status of Forces Agreement. These two Articles govern the use in Germany of DOD contractor employees as Technical Experts (TE), Troop Care (TC) providers, and Analytical Support (AS) contractor personnel. Contracts that propose to employ TE, TC providers, or AS personnel in Germany, and the applications of individuals seeking TE/TC/AS status under those contracts, are submitted through DOCPER.

To begin the process, send your Contracting Officer Representative Designation memorandum, signed by the contracting officer, to DOCPER at the following email address: CPD.DOCPER@EUR.ARMY.MIL

Your team will generate you a login and temporary password so that you can login to DCOPS and complete the requirements necessary to obtain approval the contract.

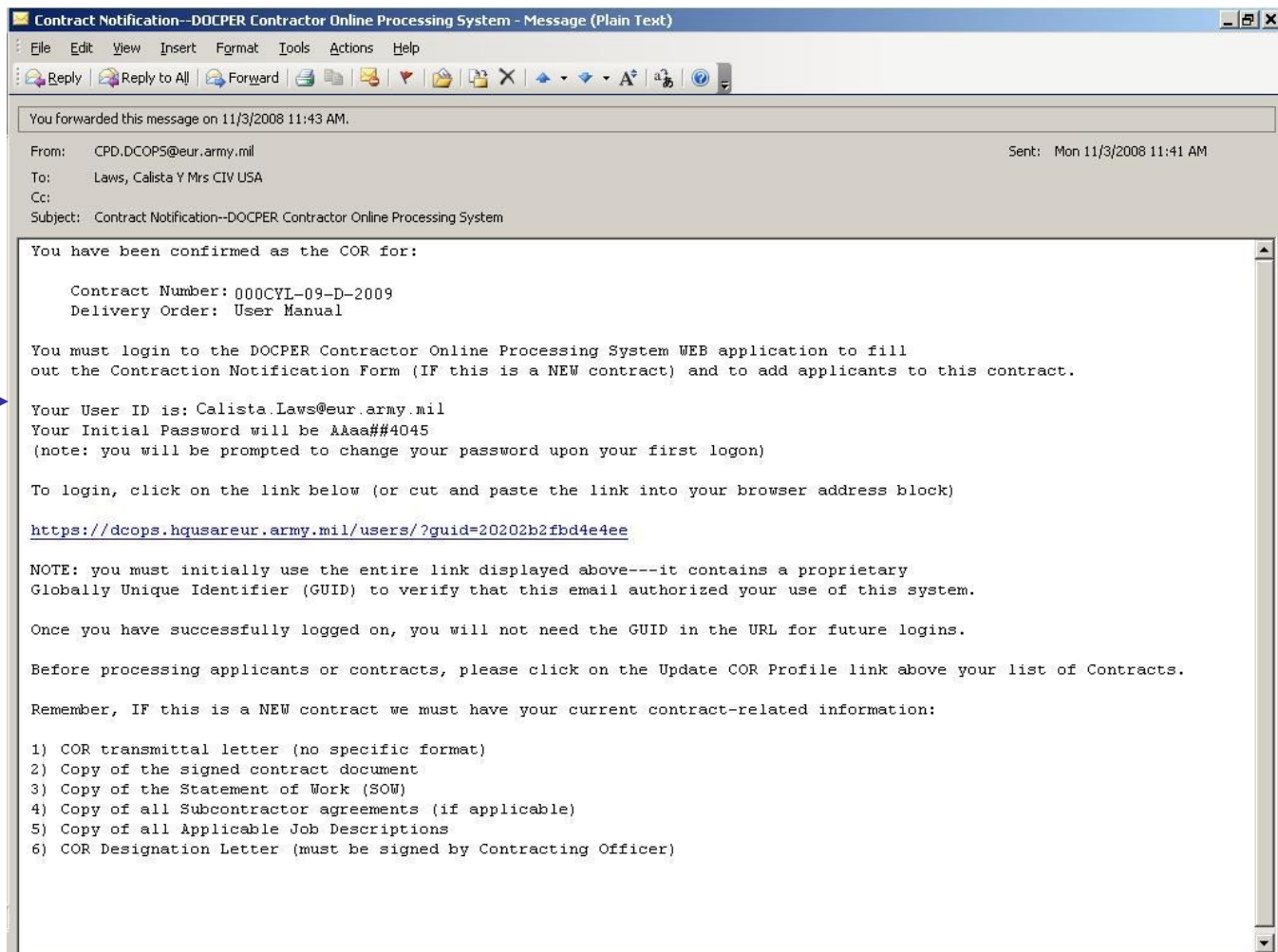
The following pages will walk you through the rest of the process.



DoD Contractor Personnel Office

Once DDCPER has generated your login for DCOPS you will receive the following email notification.

**Your User ID is
your email address
given in the COR
Designation memo
or email requesting
access.**





DoD Contractor Personnel Office

step 1

Enter your email address and password, then press "Login"






If you're a returning COR, and have forgotten your password, you can reset it by clicking here

DOCPPER Contractor Online Processing System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail News RSS Feeds

Address <https://dcops.hqusa.mil/docper/> Go Links

DoD Contractor Personnel Office

DOCPPER Contractor Online Processing System

Login

To login, please enter your email address and password below.

NOTE: This application uses a pop-up window to insert date fields---please ensure that this URL allows pop-ups.

Email:

Password:

Login

Trouble logging in? Please [Click Here](#).

[Forgot or Change your password?](#)

[Click here for DCOPS Technical Support](#)

ATTENTION THIS IS A DOD COMPUTER SYSTEM. BEFORE PROCESSING CLASSIFIED INFORMATION, CHECK THE SECURITY ACCREDITATION TX LEVEL OF THIS SYSTEM. DO NOT PROCESS, STORE, OR TRANSMIT INFORMATION CLASSIFIED ABOVE THE ACCREDITATION TX LEVEL OF THIS SYSTEM. THIS COMPUTER SYSTEM, INCLUDING ALL RELATED EQUIPMENT, NETWORKS, AND NETWORK DEVICES (INCLUDES INTERNET ACCESS) ARE PROVIDED ONLY FOR AUTHORIZED U.S. GOVERNMENT USE. DOD COMPUTER SYSTEMS MAY BE MONITORED FOR ALL LAWFUL PURPOSES, INCLUDING TO ENSURE THEIR USE IS AUTHORIZED, FOR MANAGEMENT OF THE SYSTEM, TO FACILITATE PROTECTION AGAINST UNAUTHORIZED ACCESS, AND TO VERIFY SECURITY PROCEDURES, SURVIVABILITY, AND OPERATIONAL SECURITY. MONITORING INCLUDES, BUT IS NOT LIMITED TO, ACTIVE ATTACKS BY AUTHORIZED DOD ENTITIES TO TEST OR VERIFY THE SECURITY OF THIS SYSTEM. DURING MONITORING, INFORMATION MAY BE EXAMINED, RECORDED, COPIED, AND USED FOR AUTHORIZED PURPOSES. ALL INFORMATION, INCLUDING PERSONAL INFORMATION, PLACED ON OR SENT OVER THIS SYSTEM MAY BE MONITORED. USE OF THIS DOD COMPUTER SYSTEM, AUTHORIZED OR UNAUTHORIZED CONSTITUTES CONSENT TO MONITORING. UNAUTHORIZED USE OF THIS DOD COMPUTER SYSTEM MAY SUBJECT YOU TO CRIMINAL PROSECUTION. EVIDENCE OF UNAUTHORIZED USE OF COLLECTED DURING MONITORING MAY BE USED FOR ADMINISTRATIVE, CRIMINAL, OR OTHER ADVERSE ACTION. USE OF THIS SYSTEM CONSTITUTES CONSENT TO MONITORING FOR ALL LAWFUL PURPOSES.

Privacy and Security Notice

Done Local intranet

DOCPER

DoD Contractor Personnel Office



Contracting Officer Representative Main Menu

Navigation: [Logout of DCOPS](#)

[DCOPS Technical Support](#)

Calista Laws-COR



Welcome to the DOCPER Contractor Online Processing System

UPDATE: 12 Nov 2008 Effective **TODAY** DOCPER will be responsible for generating AE Forms 600-77A and 600-700B. Please review [SOFA Stamp Process for Dependents](#)

You have been identified as the Contracting Officer Representative for the Contract(s) listed below.

[Update COR Profile](#)

☒ Only Active Contracts ☐ Show All

Processing Options*				Contract Number	Delivery Order	Contract Status	Status Date
Contract	Applicants	Request Mod	TDY	DACA42-03-D-0007	0025	Final OK (Phase I Done)	22 Jan 2008
Contract	Applicants	Request Mod		000CYL-09-D-2009	User Manual	Pending Review by DOCPER	05 Nov 2008
Contract	Applicants	Request Mod		DP104-09-D-0149	TEST	Pending Submission-DOCPER	03 Nov 2008
Contract	Applicants	Request Mod		000IT-10D-2009	ITALY	Mod Requested by COR	25 Oct 2008

* Note: If option is "grayed-out", that option is not available based on the current Contract Status.

This is
your
Main
menu



- Areas that are grayed-out are not accessible to the COR or PM. Availability is based on status. As you can see for the 1st contract, Applicants, Request Mod and TDY options are all available. This is because the status is "Final OK (Phase I Done)". In this status, all options are available to the COR (or PM).
- The second and third contracts are Pending Submission-DOCPER, therefore, the only available option is to work on the Contract. *The contract must be approved before Applications can be submitted (or Mods requested).*



DoD Contractor Personnel Office

step 2

To update your information, or fill it out for the first time, click here

Click on the Contract that is "Pending Submission-DOCPER"

DOCPER Contractor Online Processing System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://hamm0968chw003/tesa/cor_Menu_Main.aspx

DOCPER
Contractor Online Processing System

Navigation: [Logout of DCOPS](#)

Calista Laws-COR

Update COR Profile

Address, phone numbers and whether you'll be the Trusted Agent entered here

DOCPER Contractor Online Processing System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://hamm0968chw003/tesa/cor_Menu_Main.aspx

DOCPER
Contractor Online Processing System

Navigation: [Logout of DCOPS](#)

Calista Laws-COR

Update COR Details

Save & Return to Main Menu Save Cancel & Return to Main Menu

Will you act as the CVS Trusted Agent (TA) for this contract? ☒ YES ☐ NO

Are you already a TA in CVS? ☐ YES ☒ NO SSN: 123 23 4562

Military Address		Civilian Address	
DSN Phone:	314-380-5945	Phone:	49-621-392-5-159136999
FAX:	314-380-6045	FAX:	49-6210-58021
Address 1	1244 Maine Court	Address 1	1244 Maine Court
Address 2	Building 888	Address 2	Geb 888
City	Sullivan Barracks, Mannheim	City	Mannheim
Postal Code	09088	Postal Code	68305
Country	<input checked="" type="radio"/> Germany <input type="radio"/> Other <input type="radio"/> United States Baden-Wuerttemberg	Country	<input checked="" type="radio"/> Germany <input type="radio"/> Other <input type="radio"/> United States Baden-Wuerttemberg

Processing Options*	Contract Number	Delivery Order	Contract Status	Status Date
Contract Applicants Request Mod TDY	DACA42-03-D-0007	0025	Final OK (Phase I Done)	22 Jan 2008
Contract Applicants Request Mod	000CYL-09-D-2009	User Manual	Pending Submission-DOCPER	03 Nov 2008
Contract Applicants Request Mod	DP104-09-D-0149	TEST	Pending Submission-DOCPER	03 Nov 2008
Contract Applicants Request Mod	000IT-10D-2009	ITALY	Mod Requested by COR	25 Oct 2008

* Note: If option is "grayed-out", that option is not available based on the current Contract Status.

- Select "Contract" to create, edit or view the Contract Notification form.
- Select "Applicants" to create, edit or view Applicant(s)
- Select **Request Mod** to send an email to DOCPER (a form will appear upon pressing this link)
- Select **TDY** to create, edit or view TESA TDY Contractors--NOTE: Troop Care contracts cannot have TESA TDY
- Click on the **Contract Number** link to see a read-only version of the Contract/Delivery Order.
- To view the User Manual, [Click Here](#).

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DoD Contractor Personnel Office

step 3

Complete each field; enter remarks, if applicable, and click on Save and Continue.

DOCPER Contractor Online Processing System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail New Window New Tab

Address http://hamm0968chrw003/TESA/scrn_COR_Menu_Main.aspx Go Links

DOCPER Contract Details

Navigation: [Logout of DCOPS](#) | [Main Menu](#) [DCOPS Technical Support](#)

Calista Laws-COR Contract: 000CYL-09-D-2009 DO: User Manual Company:

When you finish filling out each section, press the SAVE and CONTINUE button. If all of the required fields have been filled out correctly, a checkmark will appear next to that section's title on the left hand menu. When all of the sections are checked, press Review Application.

Review Application | Submit to DOCPER Save and Continue Cancel

Contract Number	000CYL-09-D-2009	Delivery Order	User Manual
Effective Date	<input type="text"/>	Article Number	Select Article Type
End Period of Performance	<input type="text"/>	BPA	<input type="text"/>
Final Date	<input type="text"/>		

Remarks

72/73 - AS/TE

Select Article Type

- 72-Troop Care
- 72-Analytical Support
- 73-Technical Expert
- 72/73 - AS/TE
- 72/73 - IT

For Article Type:
Please see appendix
for explanation

DoD Contractor Personnel Office

Job Type:
Technical Expert:
 Article 73-
 “hands on”
Analytical Support:
 Article 72- Brain
 work
**Troop Care (or
 TC-IT):** self
 explanatory
Non-Privileged:
 Positions on the
 contract that do
 not qualify for
 SOFA
**Contract Job
 Title:**
 This is the name
 of the position
 from the contract
**Maximum
 Annual Salary:**
 Unloaded
Address 1:
 You must enter
 something for
 this field

DOCPER Contractor Online Processing System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop Taskbar

Address http://hamm0968chrw003/TESA/scrn_COR_Contract.aspx Go Links

DOCPER Contractor Online Processing System

Job Position | Location

Navigation: [Logout of DCOPS](#) | [Main Menu](#) [DCOPS Technical Support](#)

Pam Mango Contract: 000CYL-09-D-2009 DD: User Manual Company: Calista's Staffing Agency

When you finish filling out each section, press the SAVE and CONTINUE button. If all of the required fields have been filled out correctly, a checkmark will appear next to that section's title on the left hand menu. When all of the sections are checked, press Review Application.

Review Application Save and Continue Cancel

For each TESA/ASSA/TC position, click on this link to fill out the information [To add Job Position CLICK HERE](#)

☒ Contract Details
☒ Program Manager
☒ Agency Details
☒ Primary Company Details
☒ SubContractors
☒ Job Position | Location
☐ Work Synopsis

◆ Upload Documentation

Review Application Update Job Information Cancel

Job Type ☒ Technical Expert ☐ Analytical Support ☐ Troop Care (or TC-IT) ☐ Non Privileged

Contract Job Title

Number of positions for this Job | Location: Maximum Annual Salary: \$.00 (do not enter commas)

Please select a Current Location

OR enter new Location Information Below

Address 1 Address 2

City State

Postal Code Phone Civilian Phone #(no DSN)

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DoD Contractor Personnel Office

step 4a

DOCPer Contractor Online Processing System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail New Window

Address http://hamm0968chrw003/TESA/scrn_COR_Contract.aspx Go Links

DOCPer
Contractor Online Processing System

Edit Job Information

Navigation: [Logout of DCOPS](#) | [Main Menu](#) [DCOPS Technical Support](#)

Calista Laws-COR Contract: 000CYL-09-D-2009 DO: User Manual Company: Calista's Staffing Agency

When you finish filling out each section, press the SAVE and CONTINUE button. If all of the required fields have been filled out correctly, a checkmark will appear next to that section's title on the left hand menu. When all of the sections are checked, press Review Application.

[Review Application](#) | [Submit to DOCPER](#) [Update Job Information](#) [Cancel](#)

Job Type ☒ Technical Expert ☐ Analytical Support ☐ Troop Care (or TC-IT) ☐ Non Privileged

Contract Job Title

Number of positions for this Job | Location: Maximum Annual Salary: \$.00 (do not enter commas)

Please select a Current Location
[OR enter new Location Information Below](#)

Address 1	<input type="text" value="Hammonds Barracks, Badener Pl"/>	Address 2	<input type="text" value="Geb 970, Zimmer 312"/>
City	<input type="text" value="MA-Seckenheim"/>	State	<input type="text" value="Baden-Wuerttemberg"/>
Postal Code	<input type="text" value="68239"/>	Phone	<input type="text" value="0621 487-3031"/> Civilian Phone #(no DSN)

Please provide physical address for the location the position will be performed, along with a civilian phone number.

Technical Expert job titles come directly from the contract



DoD Contractor Personnel Office

step 4b

DOCPER Contractor Online Processing System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail New Window Open Recent

Address http://hamm0968chrw003/TESA/scrn_COR_Contract.aspx



Edit Job Information

Navigation: [Logout of DCOPS](#) | [Main Menu](#)

[DCOPS Technical Support](#)

Calista Laws-COR

Contract: 000CYL-09-D-2009 DO: User Manual Company: Calista's Staffing Agency

When you finish filling out each section, press the SAVE and CONTINUE button. If all of the required fields have been filled out correctly, a checkmark will appear next to that section's title on the left hand menu. When all of the sections are checked, press Review Application.

Review Application | Submit to DOCPER

Update Job Information

Cancel

Job Type ☐ Technical Expert ☒ Analytical Support ☐ Troop Care (or TC-IT) ☐ Non Privileged

Contract Job Title Program Manager

Number of positions
Please select a Current Position
OR enter new Location
Address 1
City
Postal Code

Program/Project Manager (V.1)
Arms Control Advisor (III.2.)
Force Protection Analyst (II.3.)
Functional Analyst (II.6.)
Intelligence Analyst (II.2.)
Military Analyst (II.4.)
Military Planner (I.1.)
Political Military Advisor/Facilitator (III.1.)
Process Analyst (II.1.)
Program/Project Manager (V.1)
Scientist (II.7.)
Simulation Analyst (II.5.)

Salary: \$ 110000.00 (do not enter commas)

Geb 970, Zimmer 312

Baden-Wurtemberg

Postal Code 68239

Phone 0621 487-3031

Civilian Phone #(no DSN)

- ✓ Contract Details
- ✓ Program Manager
- ✓ Agency Details
- ✓ Primary Company Details
- ✓ SubContractors

Job Position | Location

Work Synopsis

Upload Documentation

Analytical Support job titles must link to one of the pre-approved AS title, found in the Appendix to the Exchange of Notes Verbales of 29 June 2001
*See References page



DoD Contractor Personnel Office

step 5

This is your status module- It shows you all requirements and whether they have been met (by a checkmark)

If you would like you Program Manager to fill out the rest of this form, click on "YES" here

The Program Manager will be issued login credentials and can finish this task.

Otherwise, please provide all of the information for the Program Manager and then Save and Continue.

DOCPER Contractor Online Processing System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Mail Print Wordpad Find Links

Address http://hamm0968chrw003/TESA/scrn_COR_Contract.aspx?Section=pnlCompany

DOCPER Program Manager | Point of Contact

Navigation: [Logout of DCOPS](#) | [Main Menu](#) [DCOPS Technical Support](#)

Calista Laws-COR Contract: 000CYL-09-D-2009 DO: User Manual Company:

When you finish filling out each section, press the SAVE and CONTINUE button. If all of the required fields have been filled out correctly, a checkmark will appear next to that section's title on the left hand menu. When all of the sections are checked, press Review Application.

☒ Contract Details
☒ **Program Manager**
☒ Agency Details
☒ Primary Company Details
☒ SubContractors
☒ Job Position | Location
☒ Work Synopsis

☒ Upload Documentation

Provide the following information for program manager or other responsible party IN **GERMANY** (with civilian German Address)---If management is located in the USA, provide the senior contract representative in Germany.

E-Mail

First Name Last Name

Phone FAX:

Address 1 Address 2

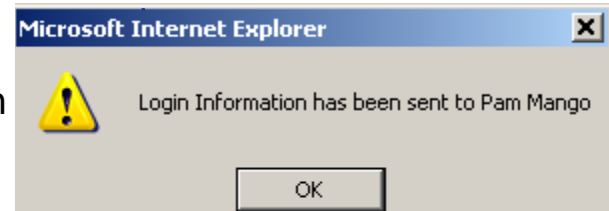
City Postal Code

Country ☒ Germany ☐ Other ☐ United States

Do you want to Delegate the filling out of your Form to this Program Manager? ☒ YES ☐ NO

Note: By selecting "YES", you will be creating a Login account for this Program Manager. They will be able to fill out all of the information required in this form, but only you will be able to Submit it to DOCPER for Review.

The PM receives a notification to login



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DoD Contractor Personnel Office

Step 5
A

DOCPER Contractor Online Processing System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail W Y Go Links

Address http://hamm0968chrw003/TESA/scrn_COR_Menu_Main.aspx

DOCPER Contractor Online Processing System

Contracting Officer Representative Main Menu

Navigation: [Logout of DCOPS](#) [DCOPS Technical Support](#)

Pam Mango

Welcome to the DOCPER Contractor Online Processing System

You have been identified as the Program Manager for the Contract listed below.

☒ Only Active Contracts ☐ Show All

Processing Options*	Contract Number	Delivery Order	Contract Status	Status Date
Contract Applicants Request Mod TDY	DAEA-32-96-C-0006		Final OK (Phase I Done)	22 Oct 2008
Contract Applicants Request Mod	000CYL-09-D-2009	User Manual	Pending Submission-DOCPER	03 Nov 2008

* Note: If option is "grayed-out", that option is not available based on the current Contract Status.

- Select **"Contract"** to create, edit or view the Contract Notification form.
- Select **"Applicants"** to create, edit or view Applicant(s)
- Select **Request Mod** to send an email to DOCPER (a form will appear upon pressing this link)
- Select **TDY** to create, edit or view TESA TDY Contractors--NOTE: Troop Care contracts cannot have TESA TDY
- Click on the **Contract Number link** to see a read-only version of the Contract/Delivery Order.
- To view the User Manual, [Click Here](#).

This is what the Program Manager will see when they log in.

The Contract you assigned for them to fill out is now listed on their review page.

The following 2 slides are for Program Managers filling out the contract p



DoD Contractor Personnel Office

step 5
B

- Do **NOT** use acronyms
- Write in laymen's terms
- Be concise and clear
- 3-4 sentences, not specifically naming systems, just general

DOCPER Contractor Online Processing System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop Taskbar

Address http://hamm0968chrw003/TESA/scrn_COR_Contract.aspx Go Links

DOCPER Contractor Online Processing System Work Synopsis

Navigation: [Logout of DCOPS](#) | [Main Menu](#) [DCOPS Technical Support](#)

Calista Laws-COR Contract: 000CYL-09-D-2009 DO: User Manual Company: Calista's Staffing Agency

When you finish filling out each section, press the SAVE and CONTINUE button. If all of the required fields have been filled out correctly, a checkmark will appear next to that section's title on the left hand menu. When all of the sections are checked, press Review Application.

[Review Application | Submit to DOCPER](#) [Save Work Synopsis and Continue](#) [Cancel](#)

☒ Contract Details
☒ Program Manager
☒ Agency Details
☒ Primary Company Details
☒ SubContractors
☒ Job Position | Location
Work Synopsis
☒ Upload Documentation

In this section, please provide a short overview of the work being performed IN Germany. Refrain from using acronyms or terms unfamiliar to the common man, as this section will be translated into German for the authorities. Three to four sentences is adequate and anything more than that may result in a return of the contract package by the DOCPER analyst reviewing the contract.

2000 characters left

Use plain language in describing work. For example, all acronyms must be spelled out on their initial reference.

Please limit your response to one-half (1/2) page.



DoD Contractor Personnel Office

step 5

DOCPER Contractor Online Processing System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites RSS Print Mail News Groups

Address http://hamm0968chrw003/TESA/scrn_COR_Contract.aspx Go Links

DOCPER Contract Details
Contractor Online Processing System

Navigation: [Logout of DCOPS](#) | [Main Menu](#) [DCOPS Technical Support](#)

Pam Mango Contract: 000CYL-09-D-2009 DO: User Manual Company:

When you finish filling out each section, press the SAVE and CONTINUE button. If all of the required fields have been filled out correctly, a checkmark will appear next to that section's title on the left hand menu. When all of the sections are checked, press Review Application.

Review Application Save and Continue Cancel

Contract Number 000CYL-09-D-2009 Delivery Order User Manual

Effective Date 02-Nov-2008 Article Number 72/73 - AS/TE

End Period of Performance 01-Nov-2009 BPA

Final Date

DOCPER Contractor Online Processing System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites RSS Print Mail News Groups

Address http://hamm0968chrw003/TESA/scrn_COR_Contract.aspx

DOCPER Contract Notification Form Review
Contractor Online Processing System

Navigation: [Main Menu](#)

Pam Mango Contract: 000CYL-09-D-2009 DO: User Manual Company: Calista's Staffing Agency

Contract Status: Pending Submission-DOCPER [Generate Contract Notification Form](#) [Request Contract Extension](#) [Return to Contract](#)

Your application is incomplete. Please correct the following Item(s):

You must correct the issue(s) listed below from Section: [Upload Documentation](#)

- Signed Contract Document is required.
- COR Designation Letter is required.
- Job Descriptions is required.
- Statement of Work is required.
- COR Transmittal Letter is required.
- Subcontractor Agreements is required.

Click here

Uploaded Documentation

No files referring to this contract's documentation have been uploaded

When all of the required fields have been filled out, red checkmarks will appear next to each section in your status module.

If you attempt to review application, the deficiencies will appear, prompting you to upload the





DOCPER

DoD Contractor Personnel Office

DOCUMENTATION

Contract - Please provide contract documentation for the specific contract and/or delivery order that is being notified. The contract documentation must clearly show the signatures of both the contracting officer and the vendor, unless the contract is clearly marked to show that the signature of the vendor is not required. The contract documentation should also include those portions of the contract that indicate the initial period of performance and any option years. **Statement of Work** - The Statement of Work (SOW) refers to that portion of the contract that defines what services will be provided under the subject contract. This documentation will at times be referred to as the SOW, Performance Work Statement, Scope of Work, or various other types of similar documents.

Job Descriptions - The Job or Position Description must give a brief explanation of the type of work to be performed (functional requirements). It must also clearly state the education and experience requirements of the position. For Article 72 (AS/TC) contracts, the position descriptions must be mapped to an approved position from the Appendix to Article 72. The minimum education and experience requirements for AS/TC positions are established in the Appendix to Article 72 and lesser requirements cannot be approved.

For Article 73 contracts, the minimum acceptable education and experience requirements are as follows:

A bachelor's degree plus 3 years of specialized experience **OR**;

An associate's degree plus 7 years of specialized experience **OR**;

A major certification (e.g. MSCE, CCNA) plus 7 years of specialized experience **OR**;

11 years of specialized experience.

COR Designation Letter - The COR/TM Designation Letter, or COR/TM Appointment Letter is the document that officially delegates certain responsibilities from the contracting officer to his/her representative. This letter must clearly show the contract/delivery order/task order numbers, the representative's full name, and the signature of the contracting officer.

Subcontractor Agreements - The subcontractor agreement can be a purchase order, a subcontract, or any other documentation that validates the relationship between the prime contractor and the subcontractor. In order to be acceptable, the supporting documentation must show the signatures of officials from both the prime contractor and the subcontractor and it must reference the prime contract number.

COR Transmittal Letter - The COR Transmittal Letter is a letter or memo from the COR to DOCPER that provides basic and background information (follow-on contract to previously approved contract number XY with contractor XY; this contract replaces contract XY etc.) regarding the contract/delivery order/task order that is being submitted



DoD Contractor Personnel Office

step 5
D

As the PM, you do not have the ability to submit the contract to DOCPER. Notify the COR to review and submit.

DOCPER Contractor Online Processing System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Mail Print Word Pad Find People

Address http://hamm0968chrw003/TESA/scrn_Contract_Upload.aspx Go Links

DOCPER Contractor Online Processing System

Upload Contract Documentation

Navigation: [Logout of DCOPS](#) | [Main Menu](#) | [Edit Contract Notification](#) [DCOPS Technical Support](#)

Pam Mango Contract: 000CYL-09-D-2009 DO: User Manual Company: Calista's Staffing Agency

[Review Application](#) | [Submit to DOCPER](#)

The Documentation listed in the 'Target' dropdown list are required before your contract notification form can be considered by DOCPER.

First, click the Browse button and find the file you want to upload. Then Select from the document target drop down list the subject that your file refers to. Once the Source and Target have been selected, press the Upload Button. Continue uploading files for all required documentation topics listed above.

Select Source: Browse... Upload

Select Target: Other Documents (not on the drop down list):

[\(CLICK HERE\)](#) for an explanation of each required document.)

[Click on the Documentation File Name link to view or print](#)

Documentation File Name	Upload Date	Original Source File Name	File Size	Action
COR DESIGNATION	04-Nov-2008 02:26PM	Mango Designation Letter.pdf	26,462	Remove
SUBCONTRACTOR	04-Nov-2008 02:25PM	SKE Support Subcontractor Agreement.pdf	26,462	Remove
JOB DESCRIPTIONS	04-Nov-2008 02:24PM	Job Descriptions.doc	24,064	Remove
SOW	04-Nov-2008 02:22PM	000CYL-09-D-2009_SOW.pdf	26,454	Remove
CONTRACT	04-Nov-2008 02:21PM	000CYL-09-D-2009.pdf	26,454	Remove
COR TRANSMITTAL	04-Nov-2008 02:20PM	COR Transmittal.doc	19,968	Remove

File: Mango Designation Letter.pdf has been uploaded successfully

DOCPPER

DoD Contractor Personnel Office

Step 6

If your PM filled out the contract information, when you log back in to DCOPS, select the contract again.

With all of the requirements met, you are now ready to review and submit to DOCPPER

DOCPPER Contractor Online Processing System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://hamm0968chrw003/TESA/scrn_COR_Menu_Main.aspx

DOCPPER Contractor Online Processing System

Contracting Officer Representative Main Menu

Navigation: [Logout of DCOPS](#) [DCOPS Technical Support](#)

Calista Laws-COR

Welcome to the DOCPPER Contractor Online Processing System

You have been identified as the Contracting Officer Representative for the Contract(s) listed below.

[Update COR Profile](#) ☒ Only Active Contracts ☐ Show All

Processing Options*	Contract Number	Delivery Order	Contract Status	Status Date
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- Select Request Mod to send an email to DOCPPER (a form will appear upon pressing this link)
- Select TDY to create, edit or view TESA TDY Contractors--NOTE: Troop Care contracts cannot have TESA TDY
- Click on the Contract Number link to see a read-only version of the Contract/Delivery Order.
- To view the User Manual, [Click Here](#).

DOCPPER Contractor Online Processing System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://hamm0968chrw003/TESA/scrn_COR_Menu_Main.aspx

DOCPPER Contractor Online Processing System

Contract Details

Navigation: [Logout of DCOPS](#) | [Main Menu](#) [DCOPS Technical Support](#)

Calista Laws-COR Contract: 000CYL-09-D-2009 DO: User Manual Company: Calista's Staffing Agency

When you finish filling out each section, press the SAVE and CONTINUE button. If all of the required fields have been filled out correctly, a checkmark will appear next to that section's title on the left hand menu. When all of the sections are checked, press Review Application.

[Review Application | Submit to DOCPPER](#) [Save and Continue](#) [Cancel](#)

Contract Number	000CYL-09-D-2009	Delivery Order	User Manual
Effective Date	02-Nov-2008	Article Number	72/73 - AS/TE
End Period of Performance	01-Nov-2009	BPA	
Final Date	01-Nov-2014		

Remarks

[Contract Details](#) ✓
[Program Manager](#) ✓
[Agency Details](#) ✓
[Primary Company Details](#) ✓
[SubContractors](#) ✓
[Job Position | Location](#) ✓
[Work Synopsis](#) ✓
[Upload Documentation](#) ◆

DOCPER

DoD Contractor Personnel Office

step 1

When you have ensured all of the required documentation, all fields and the synopsis have been completed, click on the Submit to DOCPER for Review button

Contract: 000CYL-09-D-2009 DO: User Manual Company: Calista's Staffing Agency

Pending Submission-DOCPER [Generate Contract Notification Form](#) [Request Contract Extension](#) [Return to Contract](#)

All required fields in this contract are complete.
[Submit to DOCPER for Review](#)

Uploaded Documentation
Click on the Documentation File Name link to view or print

Documentation File Name	Upload Date	Original Source File Name	File Size
COR DESIGNATION	04-Nov-2008 02:32PM	Mango Designation Letter.pdf	26,462
SUBCONTRACTOR	04-Nov-2008 02:25PM	SKE Support Subcontractor Agreement.pdf	26,462
JOB DESCRIPTIONS	04-Nov-2008 02:24PM	Job Descriptions.doc	24,064
SOW	04-Nov-2008 02:22PM	000CYL-09-D-2009_SOW.pdf	26,454
CONTRACT	04-Nov-2008 02:21PM	000CYL-09-D-2009.pdf	26,454
COR TRANSMITTAL	04-Nov-2008 02:20PM	COR Transmittal.doc	19,968

Below is all of the information you have entered into the Contract Notification Form.

Contract Details

Article Number	72/73-ASTE	Contract Number	000CYL-09-D-2009
Effective Date	02-Nov-2008	Delivery Order	User Manual
End Period of Performance	01-Nov-2009	BPA	
Final Date	01-Nov-2014		
Remarks			

Job Positions | Locations

Job Title	System Engineer	Annual Salary	\$95000.00
Contract Job Title	System Engineer		
Job Type	TE		

Number of positions for above Job and Location: 2

Phone 0621 487-3031
Address 1 Hammonds Barracks, Badener Platz
Address 2 Geb 970, Zimmer 312
City MA-Seckenheim
State|Province BW
Postal Code 68239
Country DE

Job Title Program/Project Manager (V.1) Annual Salary \$110000.00
Contract Job Title Program Manager
Job Type AS

Number of positions for above Job and Location: 1

Phone 0621 487-3031
Address 1 Hammonds Barracks, Badener Platz
Address 2 Geb 970, Zimmer 312
City Mannheim-Seckenheim
State|Province BW
Postal Code 68239
Country DE

Primary Company

Company Name	Calista's Staffing Agency
Civ. Phone	1-800-Go2-work
Mil. Phone	430-104-1010
Address 1	411 Baumann Drive
Address 2	
City	Killeen
State Province	TX
Postal Code	76542
Country	US

Sub Contractors

Company Name	SKE Support Services Inc.
Civ. Phone	245-699-2099
Mil. Phone	
Address 1	14900 Landmark Blvd.
Address 2	Suite 400
City	Dallas
State Province	TX
Postal Code	75254
Country	US

COR Details

Primary COR Name: Calista Laws-COR Email Address: claws@test.com

Military Address	Civilian Address
DSN Phone 314-380-5945	DSN Phone 49-621-392-5-159135999
DSN FAX 314-380-6045	DSN FAX 49-6210-58021
Address 1 1244 Maine Court	Address 1 1244 Maine Court
Address 2 Building 888	Address 2 Geb 888
City Sullivan Barracks, Mannheim	City Mannheim
State Province Baden-Wuerttemberg	State Province Baden-Wuerttemberg
Postal Code 09088	Postal Code 68305
Country Germany	Country Germany

Program Manager

Last Name	Mango
First Name	Pam
E-Mail	PM@test.com
Phone	0621-487-4040
FAX:	0621-487-4100
Address 1	Badener Platz
Address 2	Geb 968
City	MA-Seckenheim
State Province	BW
Postal Code	68239
Country	DE

Agency Details

Agency Name Calista's Staffing Agency
Agency Category FED

Synopsis:

English

In this section, please provide a short overview of the work being performed IN Germany. Refrain from using acronyms or terms unfamiliar to the common man, as this section will be translated into German for the authorities. Three to four sentences is adequate and anything more than that may result in a return of the contract package by the DOCPER analyst reviewing the contract.

German

DOCPER

DoD Contractor Personnel Office

Status: **Pending Submission-DOCPER**

[Generate Contract Notification Form](#)

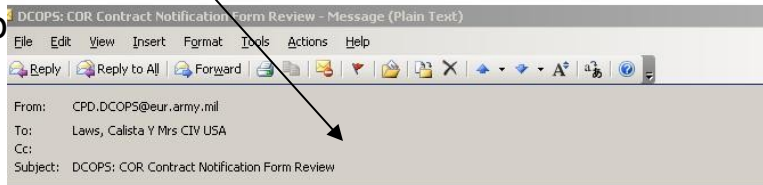
[Request Contract Extension](#)

[Return to Contract Notification Form](#)

When you push the **Submit** button, DOCPER receives an email notification

All required fields in this contract are complete.

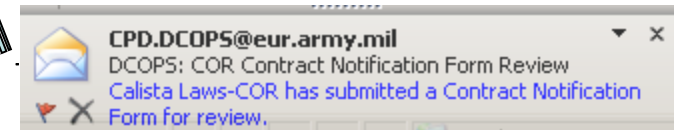
Submit to DOCPER for Review



Calista Laws-COR has submitted a Contract Notification Form for review.

Contract Number: 000CYL-09-D-2009
Delivery Order: User Manual

Please log into the DCOPS to review this Contract Notification form.



The DOCPER Team assigned to the contract, logs in to view contracts submitted for review

DOCPER Main Menu

Navigation: [DOCPER Login Page](#) | [Reports Menu](#) | [View Feedback](#)

Calista Laws

[Enter new Contract Number](#) | [View 'Pending Review by DOCPER'](#)

☐ Team 4 ☐ Team 94

Contract Number for (Wildcard = %) Only Current ☐ Show All ☒ Within Team ☐ All

View Contracts	Delivery Order	Company Name
G5-3SF-4461G	797-22-0052	SAIC
11111000---NEW	GERMANY-0001	Candia Systems
DTRA01-03-D-0017	0022	SAIC
G5-10F-02211	W91243-06-F-0012	Systems Research and Applications Corporation
SP0700-03-D-1380 (AFRICOM)	0238	Booz Allen Hamilton, Inc.
SP0700-03-D-1380	0206	Booz Allen & Hamilton, Inc.
000CYL-09-D-2009	User Manual	Calista's Staffing Agency
FA8750-06-D-0026	0001	
W91QF4-04-D-0008		Cubic Applications, Inc.
SP0700-03-D-1380	0147	Booz-Allen & Hamilton, Inc.
SP0700-03-D-1380	0149	Booz Allen & Hamilton Inc.
W91CRB-07-C-0076	NA	A-T Solutions, Inc.
FA8626-07-D-2073	0001	United Technologies Corporation

DOCPER Main Menu

Navigation: [DOCPER Login Page](#) | [Reports Menu](#) | [View Feedback](#)

Calista Laws

[Enter new Contract Number](#) | [View 'Pending Review by DOCPER'](#) | [View TESA TDY](#) | [View Applicants](#)

☐ Team 4 ☐ Team 94

Contract Number for (Wildcard = %) Only Current ☐ Show All ☒ Within Team ☐ All

View Contracts	Delivery Order	Company Name	Contract Status	Expired Date
000CYL-09-D-2009	User Manual	Calista's Staffing Agency	Pending Review by DOCPER	01-Nov-2009

View Contracts	Delivery Order	Company Name	Contract Status	Expired Date
G5-3SF-4461G	797-22-0052	SAIC	Final OK (Phase I Done)	30-Sep-2010
11111000---NEW	GERMANY-0001	Candia Systems	Final OK (Phase I Done)	30-Sep-2010
DTRA01-03-D-0017	0022	SAIC	Approved by DOCPER	28-Sep-2010
G5-10F-02211	W91243-06-F-0012	Systems Research and Applications Corporation	Approved by DOCPER	29-Mar-2010
SP0700-03-D-1380 (AFRICOM)	0238	Booz Allen Hamilton, Inc.	Pending Review by DOCPER	01-Nov-2009
SP0700-03-D-1380	0206	Booz Allen & Hamilton, Inc.	Pending Submission-DOCPER	20-Oct-2009
000CYL-09-D-2009	User Manual	Calista's Staffing Agency	Pending Submission-DOCPER	28-Sep-2009
FA8750-06-D-0026	0001		Final OK (Phase I Done)	15-Jun-2009
W91QF4-04-D-0008		Cubic Applications, Inc.	Approved by DOCPER	06-Jun-2009
SP0700-03-D-1380	0147	Booz-Allen & Hamilton, Inc.	Pending Submission-DOCPER	30-Apr-2009
SP0700-03-D-1380	0149	Booz Allen & Hamilton Inc.	Final OK (Phase I Done)	31-Mar-2009
W91CRB-07-C-0076	NA	A-T Solutions, Inc.	Final OK (Phase I Done)	31-Mar-2009
FA8626-07-D-2073	0001	United Technologies Corporation	Final OK (Phase I Done)	31-Mar-2009



DoD Contractor Personnel Office

Step 8

DOCPER Contractor Online Processing System - Microsoft Internet Explorer

File Edit View Favorites Tools Help



Address http://hamm0968chrw003/TESA/scrn_COR_Review_Contract.aspx



Contracting Officer Representative Main Menu

Navigation: [Logout of DCOPS](#)

[DCOPS Technical Support](#)

Calista Laws-COR

Welcome to the DOCPER Contractor Online Processing System

You have been identified as the Contracting Officer Representative for the Contract(s) listed below.

[Update COR Profile](#)

☒ Only Active Contracts ☐ Show All

Processing Options*				Contract Number	Delivery Order	Contract Status	Status Date
Contract	Applicants	Request Mod	TDY	DACA42-03-D-0007	0025	Final OK (Phase I Done)	22 Jan 2008
Contract	Applicants	Request Mod		000CYL-09-D-2009	User Manual	Pending Review by DOCPER	05 Nov 2008
Contract	Applicants	Request Mod		DP104-09-D-0149	TEST	Pending Submission-DOCPER	03 Nov 2008
Contract	Applicants	Request Mod		000IT-10D-2009	ITALY	Mod Requested by COR	25 Oct 2008

* Note: If option is "grayed-out", that option is not available based on the current Contract Status.

- Select **"Contract"** to create, edit or view the Contract Notification form.
- Select **"Applicants"** to create, edit or view Applicant(s)
- Select **Request Mod** to send an email to DOCPER (a form will appear upon pressing this link)
- Select **TDY** to create, edit or view TESA TDY Contractors--NOTE: Troop Care contracts cannot have TESA TDY
- Click on the **Contract Number** link to see a read-only version of the Contract/Delivery Order.
- To view the User Manual, [Click Here](#).

Notice:
The Contract's status is now "Pending Review by DOCPER". During this phase, the COR (and PM) do not have the option to edit the contract. Please ensure everything is correct before submitting to DOCPER.



DoD Contractor Personnel Office

DOCPER has the following options. Explanations for each option are provided below.

Contract Status	Pending Review by DOCPER
Received from COR	Pending Submission-DOCPER
Application Approved?	Pending Review by DOCPER
Land Approved?	Returned to COR
DOCPER Contract Remark	Approved by DOCPER
	Disapproved by DOCPER
	Final OK (Phase I Done)
	Mod Requested by COR
	Mod Pending Submission-DOCPER
	Mod Pending Review by DOCPER
	Mod Approved by DOCPER
	Mod Returned to COR

Email Message

Please fix JDs to include minimum qualifications and education requirements.
Please provide portion of contract showing the Period of Performance

An explanation of why the contract was disapproved or returned will be provided in an Email sent by DOCPER.

Returned to COR- This option is used if the contract is missing documentation, synopsis, or has errors

Approved by DOCPER- This option means that the contract has been approved by DOCPER and forwarded to the applicable Land(s) and/or German Foreign Office for review.

Disapproved by DOCPER- This option means that DOCPER has made a decision to deny the contract- either the contract or positions do not qualify for TESA/ASSA/TC/TCIT

Final OK (Phase I Done)- Chosen once DOCPER has received approval from the German authorities.

Mod Requested by COR- If the COR requests a modification

on the contract, this status will show and DOCPER will be notified

Mod Pending Submission-DOCPER- If DOCPER

initiates the modification of a contract, this status will show and the COR will be notified

Mod Pending Review by DOCPER- In this status, DOCPER is reviewing the modification request and the COR has no access to the contract or applicants

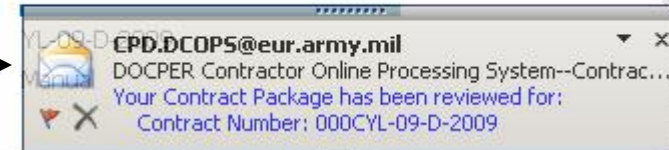
Mod Approved by DOCPER- Until the German authorities approve the contract, it will remain in this status, but the COR has access

DOCPER

DoD Contractor Personnel Office

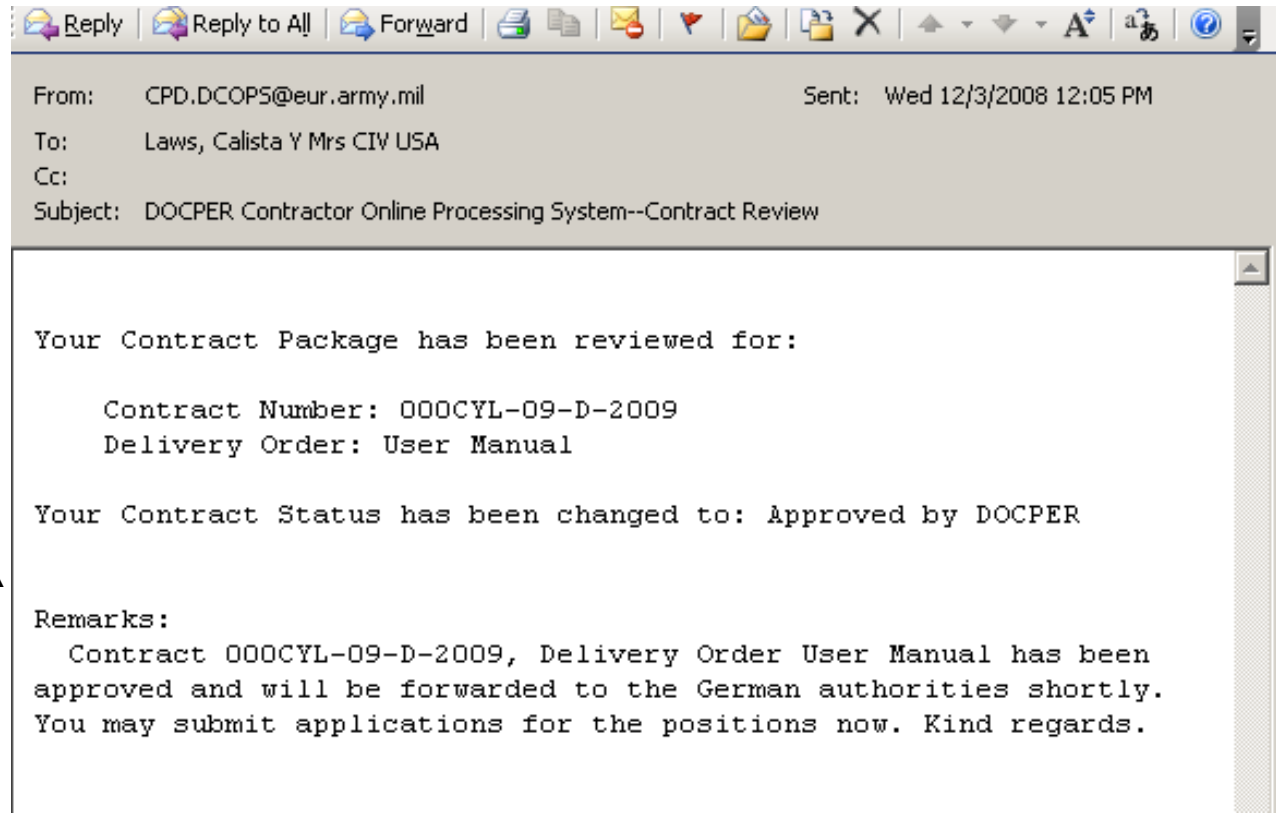
The status is now:

Approved by DOCPER



The next step is
Applications for
Individual
contractors.

While the contract
is being reviewed
by the German
authorities, the COR
can apply
contractors against
the approved
positions of the



DOCPER

DoD Contractor Personnel Office



Contracting Officer Representative Main Menu

Navigation: [Logout of DCOPS](#)

[DCOPS Technical](#)

Calista Laws-COR

Welcome to the DOCPER Contractor Online Processing System

UPDATE: 12 Nov 2008 Effective **TODAY** DOCPER will be responsible for generating AE Forms 600-77A and 600-700B. Please review [SOFA Stamp Process for Dependents](#)

You have been identified as the Contracting Officer Representative for the Contract(s) listed below.

[Update COR Profile](#)

☒ Only Active Contracts ☐ Show All

Processing Options*	Contract Number	Delivery Order	Contract Status	Status Date
Contract Applicants Request Mod TDY	000CYL-09-D-2009	User Manual	Approved by DOCPER	03 Dec 2008
Contract Applicants Request Mod TDY	DACA42-03-D-0007	0025	Final OK (Phase I Done)	22 Jan 2008
Contract Applicants Request Mod	DP104-09-D-0149	TEST	Pending Submission-DOCPER	03 Nov 2008
Contract Applicants Request Mod	000IT-10D-2009	ITALY	Mod Requested by COR	25 Oct 2008

* Note: If option is "grayed-out", that option is not available based on the current Contract Status.

Calista Laws-COR

Contract: 000CYL-09-D-2009 DD: User Manual Company: Calista's Staffing Agency



Below are the current applicant(s) you have generated a login for this contract/delivery order. To View, Approve or Deny the application, click on their Name. For all other Housekeeping tasks: Termination, Job Offer declined, Change of Permanent Address, Remove Applicant, Replace Applicant and Change of Duty location; click on their respective **Other Actions** link.

☐ Show All
☒ Only Active Applicants

Name	Position Location	Application Status	Housekeeping
------	-------------------	--------------------	--------------

Below are the Position(s) approved for this Contract/Delivery Order. Press the **Select** link to start the process of allocating a position to a potential applicant. (note: if the Select link is 'grayed-out', you have already allocated all of the positions for that Job)

	# Positions	Available	Job Position / Location Details	Job Status
Select	2	2	MA-Seckenheim System Engineer TE	Approved
Select	1	1	Mannheim-Seckenheim Program/Project Manager (V.1) [Program Manager] A5	Approved

Once the contract has been Approved by DOCPER, the link for Applicants becomes available. Click On the link and This page Will appear with all approved positions to select from.

APPLICANTS



DoD Contractor Personnel Office

Once you select the position, a screen will appear. Fill out each field with the contractor's information. click on the Generate New Applicant Login button.

The applicant will receive an email notifying them to login.

	# Positions	Available	Job Position / Location Details	Job Status
Select	2	2	MA-Seckenheim System Engineer TE	Approved
Select	1	1	Mannheim-Seckenheim Program/Project Manager (V.1) [Program Manager] AS	Approved

 [Generate](#) | [View Applicants](#)

Navigation: [Logout of DCOPS](#) | [Main Menu](#) [DCOPS Technical Support](#)

Calista Laws-COR Contract: 000CYL-09-D-2009 DO: User Manual Company: Calista's Staffing Agency

Position: Technical Expert | MA-Seckenheim, BW

To add a potential applicant for this position, fill out all of the information below and press the "Generate New Applicant Login" button.

[Generate New Applicant Login](#) [Cancel](#)

Email Address

Name: (Last) (First)

Military Exigency Requested? ☐ Yes ☒ No

Company

Salary (Start date is the applicant's starting date of employment in Germany and must be > or = today's date.)

Start Date (End date of employment contract must be less than or equal to contract final end date.)

End Date

Remuneration Package

Remarks

Your LOGIN Information--DOCPER Contractor Online Processing System - Message (Plain Text)

File Edit View Insert Format Tools Actions Help

Reply Reply to All Forward

From: CPD.DCOPS@eur.army.mil Sent: Wed 12/3/2008 2:35 PM

To: Sullivan, Dennis P Mr CIV USA

Cc:

Subject: Your LOGIN Information--DOCPER Contractor Online Processing System

You have been identified as a potential applicant for a Department of Defense contract. You must fill out an online application on our website to be considered for this contract.

Your User ID is: aaa@test.com
Your Initial Password will be Aaaa##6393
(note: you will be prompted to change your password the first time you login)

To login, click on the link below (or cut and paste the link into your browser address block)

<https://dcops.hqusareur.army.mil/users/?guid=c903bda9763e44a>

NOTE: you must initially use the entire link displayed above---it contains a proprietary Globally Unique Identifier (GUID) to verify that this email authorized your use of this system.

Once you have successfully logged on, you will not need the GUID in the URL for future logins.

Additional Remarks: Please login and fill out the application; upload the required documents (see application) and submit to me for approval.

